



## Human Resources

DATE POSTED: February 25, 2005

REQ. # 05-058

**NOTICE OF JOB OPENING**  
**ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS**  
**EQUAL OPPORTUNITY EMPLOYER**

**2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652**

**Telephone (772) 462-1546 Jobline (772) 462-1967**

**<http://co.st-lucie.fl.us>**

This position must be posted for at least five (5) working days from 02-25-05 TO 03-03-05, but will remain open until filled.

DEPARTMENT/DIVISION
<b>PUBLIC WORKS - CODE COMPLIANCE</b>

POSITION AVAILABLE
<b>PERMITTING SUPERVISOR</b>

# OF OPENINGS
<b>1</b>

STARTING SALARY
<b>33,828.50 / year</b>

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE: 599**  
**PAY GRADE: 18**  
**SALARY: \$33,828.50 - \$54,309.84**  
**PERMITTING SUPERVISOR**

**MAJOR FUNCTION:** Responsible supervisory position for the Permitting Services Section, Code Compliance Division, Department of Public Works. Position reports to the Code Compliance Manager.

**KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM  
THE ESSENTIAL JOB FUNCTIONS:**

**Knowledge:** Understanding of the basic principals of building permit processing and review. Knowledge of the County's Land Development Regulations, familiarity with the procedures necessary for contractor licensing and the Florida Building Code. Demonstrated office and personnel management skills are required. Knowledge of automated permitting and data management systems is preferred.

**Abilities:** Must be able to deal effectively with the public and present opinions both written and orally in clear and concise fashion. Must be able to maintain effective relationships with members of the Section, Division, Department and other Departments and Agencies.

**ESSENTIAL JOB FUNCTION:** Supervisor in the organization and administration of the Permitting Services Section. The Section is responsible for the acceptance and processing of all building and construction permit applications, the processing building development information as well as the clerical administration of the Florida Building Code as it relates to permitting of all construction in St. Lucie County. Performs related work as requested or assigned.

**ESSENTIAL PHYSICAL SKILLS:** Use of both hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near vision, good hearing. Occasional walking and frequent standing. Ability to lift 30 pounds occasionally.

**EDUCATION:** Graduate degree in Planning, Public Administration, Business, Construction Management or related field. A comparable amount of training or experience may be substituted for the minimum qualifications.

**EXPERIENCE:** Three years of progressively responsible experience in zoning administration or code interpretation.

**LICENSE, CERTIFICATION OR REGISTRATION:** Florida Driver's License may be required.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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